

## **0920.04 Electronic Records**

Issued June 26, 1998

**SUBJECT:** Electronic Records.

**APPLICATION:** Executive Branch Departments and Sub-units

**PURPOSE:** To direct agencies regarding their responsibilities for creating, using, managing, destroying and preserving electronic records.

**CONTACT AGENCY:** Department of Management and Budget (DMB)  
Office of Support Services  
Records and Forms Management Division  
3405 N. Martin Luther King Jr. Blvd  
Lansing, Michigan 48913.

Department of State  
Michigan Historical Center  
State Archives of Michigan  
717 West Allegan Street  
Lansing, Michigan 48918.

**TELEPHONE:** 517/335-9132 --or-- 517/373-1408

**FAX:** 517/335-9418 --or-- 517/241-1658

**SUMMARY:** In order for State government to function administratively, undergo periodic audits, provide for its legal requirements and document its heritage, it must manage its records properly. Records in electronic formats are increasingly created and used in place of traditional paper records. Records in electronic formats are created and stored using technology that changes rapidly.

Agencies must plan for these changes. All records, especially those in electronic formats must be properly managed. Proper management of records includes retention and disposition scheduling.

**APPLICABLE FORMS:** DMB-504, Retention and Disposal Schedule.

### **PROCEDURES:**

Records and Forms Management Division:

- Inventory agency records, regardless of physical form or characteristics, and prepare Retention and Disposal Schedules.
- Submit a proposed Retention and Disposal Schedule for approval by the necessary authorities, which includes the respective agency, the Auditor General, the Attorney General, the Michigan Historical Center of the Department of State and the State Administrative Board.
- Conducts recordkeeping system studies and analyses.
- Reviews and approves agency recordkeeping methods, procedures, equipment and technologies.
- Makes available, to staff of all agencies, information and training on recordkeeping techniques, rules, regulations, procedures and technologies.

Agency:

- Is required to have its records, regardless of physical form or characteristics, listed on a Retention and Disposal Schedule. Electronic records are required to be listed on a Retention and Disposal Schedule.

- Must review, approve and sign its Retention and Disposal Schedule.
- Must select technology which can store records and make them accessible throughout their retention period.
- Must monitor technology changes which affect its recordkeeping systems, and ensure that technology changes do not make the information inaccessible.
- If the technology is upgraded, the agency must convert records which must be retained at the time of conversion in an electronic format to the new system, and therefore not abandon any records with continuing value (according to the Retention and Disposal Schedule) in an obsolete technology format.
- Must create, keep updated, document changes to, and retain all documentation related to an electronic recordkeeping system, as long as the recordkeeping system is operational.
- Must preserve their records which must be retained permanently according to standards established by the State Archives of Michigan, or enter into an agreement with the State Archives to transfer custody of the records to the State Archives of Michigan once they have fulfilled their retention periods in the agency.
- Must transfer records directly to the State Archives of Michigan at the appropriate time, according to the agency's Retention and Disposal Schedule.

Department of State, State Archives of Michigan:

- Analyzes Retention and Disposal Schedules and indicates which records are to be transferred to the State Archives of Michigan once they have fulfilled their retention periods in the agency.
- Conducts recordkeeping system studies and analysis.
- Reviews and approves agency recordkeeping methods, procedures, equipment and technologies.
- Makes available, to staff of all agencies, information and training on recordkeeping and preservation techniques, rules, regulations, procedures and technologies.
- Ensures that all agencies are using appropriate technology for their recordkeeping needs and for archival preservation purposes.

Auditor General:

- Reviews and approves Retention and Disposal Schedules.

Attorney General:

- Reviews and approves Retention and Disposal Schedules.

State Administrative Board:

- Reviews and approves Retention and Disposal Schedules.

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